

**PEACE LIBRARY SYSTEM  
BOARD MEETING MINUTES  
NOVEMBER 26, 2022**

Present:	Carolyn Kolebaba, Chair	Northern Sunrise County
	Cal Mosher	Town of Beaverlodge
	Amber Bean	Clear Hills County
	Ann Stewart	Big Lakes County
	Lindsay Brown	Town of Falher
	Denise Joudrey	Birch Hills County
	Dalen Richardson	MD of Fairview No. 136
	Stan Golob	Town of Fairview
	Meesha Bainton	Town of Fox Creek
	Mike O'Connor	City of Grande Prairie
	Tom Burton	MD of Greenview No. 16
	James Waikle	Town of High Prairie
	Brad Pearson	MD of Lesser Slave River No. 124
	Jacqueline Maisonneuve	Town of McLennan
	Agnes Roshuk	Village of Nampa
	Belinda Halabisky	County of Northern Lights
	Tahirih Wiebe	MD of Opportunity No. 17
	Theresa Johnson	MD of Peace No. 135
	Elaine Manzer	Town of Peace River
	Koral D'Aoust	Town of Rainbow Lake
	Roxann Dreger	Village of Rycroft
	Dennis Stredulinsky	Town of Sexsmith
	Elaine Garrow	MD of Spirit River No. 133
	Tanya Boman	Town of Valleyview
	Anna Underwood	Town of Wembley
Regrets:	Cindy Hockley	Village of Berwyn
	Leanne Beaupre	County of Grande Prairie No. 1
	Carmen Johnson	Town of Grimshaw
	Mark Liboiron	Town of High Level
	Greg Pasichnuk	Town of Manning
	Kirsten Smith	Saddle Hills County
	Vacant	Village of Donnelly
	Vacant	Village of Girouxville
Absent:	Alison Bjornson	Village of Hines Creek
	Reta Nooskey	Paddle Prairie Métis Settlement
	Kimberly Hughes	Town of Slave Lake
	Alain Blanchette	MD of Smoky River No. 130
	Harry Ezio	Town of Spirit River
Staff:	Louisa Robison, CEO	
	Alrene Dempster, Executive Assistant (minutes)	
	Alycia Vickrey, Facilities Coordinator (minutes)	

1. CALL TO ORDER

The Chair called the meeting to order at 10:35 a.m.

1.1 APPROVAL OF AGENDA

The Chair called for additions or deletions to the agenda.

Add: 6.19 Systems Advocacy Letters & Work Plan  
6.20 Members Business/Round Robin

**MOTION: B22-050 To approve the agenda as amended.**

Moved by: M. O'Connor CARRIED

1.2 MINUTES OF SEPTEMBER 17, 2022 MEETING

The Chair called for errors or omissions to the minutes.

**MOTION: B22-051 To accept the minutes of the 17 September 2022 meeting as presented.**

Moved by: S. Golob CARRIED

2. PEACE LIBRARY SYSTEM ORIENTATION

The CEO provided an overview of Peace Library System (PLS). She reviewed PLS membership, partnerships, and the services that are available to member libraries. She then reviewed the revenue and expenditures for 2022 explaining the percentage breakdown for revenue sources as well as the allocation of expenditures by percentage.

**MOTION: B22-052 To receive the PLS orientation for information.**

Moved by: B. Pearson CARRIED

3. ELECTION OF COMMITTEE MEMBERS AND OFFICERS

3.1 BOARD AND COMMITTEE STRUCTURE

The Chair turned the meeting over to the Nomination Committee, Elaine Garrow, to proceed with the election process.

3.2 ELECTION OF EXECUTIVE COMMITTEE

E. Garrow explained that the Executive Committee consists of ten members, two of which are automatic appointees as per Peace Library System bylaws: County of

Grande Prairie and City of Grande Prairie. The names of members willing to serve on the Executive Committee were reviewed: Amber Bean (Clear Hills County); Elaine Garrow (MD of Spirit River); Stan Golob (Town of Fairview); Belinda Halabisky (County of Northern Lights); Denise Joudrey (Birch Hills County); Carolyn Kolebaba (Northern Sunrise County); Mike O'Connor (City of Grande Prairie); Dalen Richardson (MD of Fairview); Cindy Hockley (Village of Berwyn) and Leanne Beaupre (County of Grande Prairie).

There were three calls for nominations from the floor.

**MOTION: B22-053 To nominate Elaine Manzer (Town of Peace River) to the Executive Committee.**

Moved by: B. Halabisky CARRIED

**MOTION: B22-054 That nominations for the Executive Committee cease.**

Moved by: S. Golob CARRIED

J. Ayles and E. Stewart collected and counted the ballots.

**MOTION: B22-055 That the Executive Committee for 2022-2023 will consist of: Amber Bean (Clear Hills County); Leanne Beaupre (County of Grande Prairie); Elaine Garrow (MD of Spirit River); Stan Golob (Town of Fairview); Belinda Halabisky (County of Northern Lights); Denise Joudrey (Birch Hills County); Carolyn Kolebaba (Northern Sunrise County); Elaine Manzer (Town of Peace River); Mike O'Connor (City of Grande Prairie) and Dalen Richardson (MD of Fairview).**

Moved by: T. Burton CARRIED

**MOTION: B22-056 To destroy the ballots.**

Moved by: D. Richardson CARRIED

3.3 ELECTION OF CHAIR AND VICE-CHAIR

E. Garrow explained that the Chair must be chosen from the Executive Committee. She reported that Carolyn Kolebaba is willing to let her name stand as Chair.

There were three calls for nominations from the floor for position of Chair.

**MOTION: B22-057 That nominations for position of Chair cease.**

Moved by: M. O'Connor CARRIED

**MOTION: B22-058 That the Chair for 2022-2023 will be Carolyn Kolebaba (Northern Sunrise County).**

Moved by: M. Bainton CARRIED

E. Garrow explained that the Vice-Chair must be chosen from the Executive Committee.

**MOTION: B22-059 To nominate Belinda Halabisky (County of Northern Lights) as Vice-Chair.**

Moved by: A. Stewart CARRIED

There were three calls for nominations from the floor for position of Vice-Chair.

**MOTION: B22-060 That nominations for Vice-Chair cease.**

Moved by: B. Pearson CARRIED

**MOTION: B22-061 That the Vice-Chair for 2022-2023 will be Belinda Halabisky (County of Northern Lights).**

Moved by: S. Golob CARRIED

#### 3.4 ELECTION OF PERSONNEL COMMITTEE

E. Garrow explained that the Personnel Committee meets once or twice a year. The committee consists of five members with a minimum of one and a maximum of two members from the Executive Committee. The names of those willing to serve on the committee were reviewed: Elaine Garrow (MD of Spirit River); Theresa Johnson (MD of Peace); Elaine Manzer (Town of Peace River) and Tahirih Wiebe (MD of Opportunity).

There were three calls for nominations from the floor.

**MOTION: B22-062 To nominate Ann Stewart (Big Lakes County) to the Personnel Committee.**

Moved by: T. Johnson CARRIED

**MOTION: B22-063 That nominations for the Personnel Committee cease.**

Moved by: A. Bean CARRIED

**MOTION: B22-064 That the Personnel Committee for 2022-2023 will consist of: Elaine Garrow (MD of Spirit River); Theresa Johnson (MD of Peace); Elaine Manzer (Town of Peace River) Ann Stewart (Big Lakes County) and Tahirih Wiebe (MD of Opportunity).**

Moved by: T. Burton CARRIED

### 3.5 ELECTION OF PLAN OF SERVICE COMMITTEE

E. Garrow explained that the Plan of Service Committee meets once or twice a year, or more often as required. The committee consists of five members with a minimum of one and a maximum of two members from the Executive Committee. The names of those willing to serve on the committee were reviewed: Meesha Bainton (Town of Fox Creek); Tanya Boman (Town of Valleyview); Stan Golob (Town of Fairview).

There were three calls for nominations from the floor.

**MOTION: B22-065 To nominate Belinda Halabisky (County of Northern Lights) to the Plan of Service Committee.**

Moved by: A. Stewart CARRIED

**MOTION: B22-066 To nominate Tom Burton (MD of Greenview) to the Plan of Service Committee.**

Moved by: R. Dreger CARRIED

**MOTION: B22-067 That nominations for the Plan of Service Committee cease.**

Moved by: D. Richardson CARRIED

**MOTION: B22-068 That the Plan of Service Committee for 2022-2023 will consist of: Meesha Bainton (Town of Fox Creek); Tanya Boman (Town of Valleyview); Tom Burton (MD of Greenview); Stan Golob (Town of Fairview) and Belinda Halabisky (County of Northern Lights).**

Moved by: R. Dreger CARRIED

The Nominations Committee turned the meeting over to the Chair, Carolyn Kolebaba.

### 3.6 BOARD SIGNING AUTHORITIES

The CEO reported that according to the Peace Library System (PLS) Finance Policy, two signatures are required on all cheques against the General Operating and U.S. dollar bank accounts. Cheques are signed mid-month and at the end of the month. At least one of the two signatures for these accounts must be that of a designated board member. The CEO reported that the following are current signing authorities from Peace Library System staff: Louisa Robison, CEO; Emma Stewart Consulting Manger and Janet Ayles, IT & Technical Services Manager. She added that the Chair must be a signing authority for financial and contractual purposes. Up to three additional Board Members may be appointed as signing

authorities for cheque-signing purposes. It is most convenient if they live in or close to Grande Prairie. Currently, the board signing authorities are as follows:

Carolyn Kolebaba	Northern Sunrise County
Karen Rosvold	County of Grande Prairie No.1
Mike O'Connor	City of Grande Prairie Representative
Anna Underwood	Town of Wembley Representative

**MOTION: B22-069** **To remove Karen Rosvold as a cheque signing authority for ATB Financial accounts 719-00730280024 and 719-00730280075 effective December 1, 2022. To add Leanne Beaupre as a cheque signing authority for ATB Financial accounts 719-00730280024 and 719-00730280075 December 1, 2022.**

Moved by: M. Bainton CARRIED

**MOTION: B22-070** **That the signing authorities for ATB Financial accounts 719-00730280024 and 719-00730280075 will be:**  
**Carolyn Kolebaba, Northern Sunrise County**  
**Mike O'Connor, City of Grande Prairie**  
**Leanne Beaupre, County of Grande Prairie**  
**Anna Underwood, Town of Wembley**  
**Louisa Robison, CEO**  
**Janet Ayles, IT & Technical Services Manager**  
**Emma Stewart, Consulting Services Manager**

Moved by: M. Bainton CARRIED

3.7 APPOINT REPRESENTATIVE TO THE ALBERTA LIBRARY TRUSTEES ASSOCIATION (ALTA)

D. Joudrey reported that she will no longer be the Area 1 (Peace) representative on the ALTA Board. She feels that libraries can receive all the services provided by ALTA through the Public Libraries Services Branch. She doesn't feel that ALTA are providing quality services.

**MOTION: B22-071** **To send a letter to the Alberta Library Trustees Association advising them that Peace Library System will be withdrawing their membership effective 2024.**

Moved by: D. Joudrey CARRIED

**MOTION: B22-072** **To appoint Brad Pearson (MD Lesser Slave River) as the Area 1 (Peace) representative on the Alberta Library Trustees Association Board of Directors.**

Moved by: A. Stewart CARRIED

4. ITEMS FOR DISCISION

4.1 LOAN OF RESOURCES POLICY FOR LIBRARY SERVICE POINTS

The CEO highlighted the changes to the policy.

**MOTION: B22-073 To approve the Loan of Resources Policy for Library Service Points as presented.**

Moved by: B. Halabisky CARRIED

4.2 ORIENTATION AND CONTINUING EDUCATION POLICY FOR LIBRARY SERVICE POINTS

The CEO highlighted the changes to the policy.

**MOTION: B22-074 To approve the Orientation and Continuing Education Policy for Library Service Points Policy as presented.**

Moved by: T. Wiebe CARRIED

4.3 PERSONNEL POLICY FOR LIBRARY SERVICE POINTS

The CEO highlighted the changes to the policy.

**MOTION: B22-075 To approve the Personnel Policy for Library Service Points as presented.**

Moved by: A. Roshuk CARRIED

4.4 PROVISION OF LIBRARY SERVICE TO PERSONS UNABLE TO USE CONVENTIONAL PRINT MATERIAL FOR LIBRARY SERVICE POINTS

**MOTION: B22-076 To approve the Provision of Library Service to Persons Unable to Use Conventional Print Material for Library Service Points as presented.**

Moved by: R. Dreger CARRIED

4.5 DRAFT 2023 OPERATING BUDGET

The CEO reviewed the 2023 budget reporting a deficit budget of \$114,417.60 for 2023.

**MOTION: B22-077 To approve the 2023 Operating Budget for distribution.**

Moved by: A. Bean CARRIED

4.6 TRANSFERS FROM RESERVES FOR 2022

The CEO reported that several capital expenditures were approved for 2022, and most are now complete. Some operating expenditures such as facility upgrades are also paid from reserves. The amounts to be deducted from each reserve are ratified prior to year-end through a Board motion.

**MOTION: B22-078 To approve the following transfers from Capital Reserves be ratified for 2022:**

- Technology Reserve..... Up to \$14,000
- Building Reserve..... \$4,000
- Furnishings/Equipment Reserve.. \$4,000

Moved by: J. Waikle CARRIED

4.7 DRAFT 2023 CAPITAL BUDGET

The CEO reviewed the 2023 Capital Budget.

**MOTION: B22-079 The approve the 2023 Capital Budget.**

Moved by: B. Halabisky CARRIED

The Chair recessed the meeting for a lunch at 12:20 pm.  
The Chair reconvened the meeting at 12:50 pm.

5. ITEMS FOR DISCUSSION

5.1 BOARD MEETING LOCATION

**MOTION: B22-080 To continue having all the PLS board meetings at the PLS headquarters in Grande Prairie with the option for a Zoom meeting if required.**

Moved by: M. O'Connor CARRIED

6. ITEMS FOR INFORMATION

6.1 CEO'S (INCLUDES TAL & TRAC)

The CEO added to her report that Alycia Vickrey has been hired to replace Alrene Dempster.

6.2 STAFF UPDATE

6.2.1 STRONGER TOGETHER CONFERENCE REPORT



The CEO highlighted the report.

6.3 CHAIRS

The Chair reported that she has attended workshops being hosted by PLSB and is finding them very helpful.

- 6.4 ALBERTA LIBRARY TRUSTEES ASSOCIATION (ALTA)
- 6.5 DRAFT MINUTES OF 22 OCTOBER 2022 EXECUTIVE COMMITTEE MEETING
- 6.6 DRAFT MINUTES OF THE 17 SEPTEMBER 2022 PERSONNEL COMMITTEE MEETING
- 6.7 DRAFT MINUTES OF THE MD OF SPIRIT RIVER ADVISORY COMMITTEE 03 OCTOBER 2022 MEETING
- 6.8 DRAFT MINUTES OF THE NORTHERN SUNRISE COUNTY ADVISORY COMMITTEE 12 OCTOBER 2022 MEETING
- 6.9 DRAFT MINUTES OF THE CLEAR HILLS COUNTY ADVISORY COMMITTEE 19 OCTOBER 2022 MEETING
- 6.10 DRAFT MINUTES OF THE COUNTY OF NORTHERN LIGHTS ADVISORY COMMITTEE 24 OCTOBER 2022 MEETING
- 6.11 FINANCIAL BRIEFING & STATEMENT – SEPTEMBER, 2022
- 6.12 FINANCIAL FORECAST TO DECEMBER 31, 2022

The CEO reported that a surplus of about \$39,000 is expected for the end of 2022. She said this will be transferred to capital reserves. She said the surplus is more than expected due to higher interest and extra work for the French Language Resource Centre as well as savings across departments due to pandemic restrictions. She reviewed the variances in revenue which shows \$155,227 less than budgeted. She said there will be an estimated \$159,234 less in expenditures as well. There will also be about \$165,000 in Indigenous Outreach grant to be carried over into 2023. This will all result in approximately \$4,000 to move to the reserves along with the already budgeted \$35,000 from the approved 2022 operating budget.

**MOTION: B22-081 To forward the complete Indigenous Grant contract to all the Board members.**

Moved by: B. Pearson CARRIED

6.13 PLS NEWS & NOTES – WINTER 2022

The Chair reported that this newsletter was emailed to the Board.

- 6.14 LETTER~ PREMIER DANIELLE SMITH, CONGRATULATIONS
- 6.15 LETTER~REBECCA SCHULZ, MINISTER MUNICIPAL AFFAIRS
- 6.16 LETTER~GOA FUNDING REQUEST
- 6.17 LETTER~MINISTER OF MUNICIPAL AFFAIRS INTRODUCTORY LETTER FOR CAO AND TRUSTEES
- 6.18 NEXT MEETINGS
  - EXECUTIVE: JANUARY 21, 2023 (TBA)
  - BOARD: FEBRUARY 25, 2023 (GRANDE PRAIRIE)
  - EXECUTIVE: APRIL 22, 2023 (TBA)

BOARD: MAY 27, 2023 (GRANDE PRAIRIE)  
EXECUTIVE: JULY 22, 2023 (TBA)  
BOARD: SEPTEMBER 16, 2023 (GRANDE PRAIRIE)  
EXECUTIVE: OCTOBER 21, 2023 (TBA)  
BOARD/CHRISTMAS PARTY: NOVEMBER 25, 2023 (GRANDE PRAIRIE)

**MOTION: B22-082 To receive agenda items 6.1-6.18 for information.**

Moved by: J. Waikle CARRIED

6.19 SYSTEMS ADVOCACY LETTERS & WORK PLAN

The Chair reported that this is a working plan to advocate everyone no matter what their political party is.

**MOTION: B22-083 To receive the Systems Advocacy Letter and Work Plan document for information.**

Moved by: B. Pearson CARRIED

6.20 MEMBERS BUSINESS/ROUND ROBIN

Information on upcoming events and activities was shared around the table.

7. ADJOURNMENT

**MOTION: B22-084 To adjourn the meeting at 2:20 p.m.**

Moved by: CARRIED

\_\_\_\_\_  
Chair

\_\_\_\_\_  
CEO

\_\_\_\_\_  
Date